

**Naval Air Technical Data and Engineering Service Command  
Joint Engineering Data Management Information and Control System**



## **THE NATEC JEDMICS SYSTEM**

Definition: The Joint Engineering Data Management Information and Control System (JEDMICS) is the system for electronically storing Department of Defense (DOD) technical data. The JEDMICS system is a DOD approved system for use by all service components.

Purpose: NATEC is the central management activity for aeronautical technical publications, engineering drawings and associated technical services. The mission is to provide technical services, as directed in the development, preparation, publication, reproduction and controlled distribution of above data to designated naval and service-wide activities. JEDMICS is the system used to automate the processes in order to supply the best, most current data to our customers in a timely and efficient manner. The NATEC JEDMICS System is the Master Repository for NAVAIR engineering drawings and technical data.

Engineering drawings and technical data are received from various sources inclusive of all hardware design contractors and government activities. Once received at NATEC this data is reviewed and loaded into the JEDMICS system and becomes available to our users on site as well as our remote users worldwide.

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**JEDMICS ACCESS REQUEST FORM**  
**“GOVERNMENT EMPLOYEES ONLY”**

This form must be completed in full, signed by the user and the manager/official requesting this user's access to a NATEC JEDMICS computer system. An incomplete form will not be processed. Please return the completed form to:

Naval Air Technical Data and Engineering Service Command  
Attn: JEDMICS Code 333111N  
P.O. Box 357031  
San Diego, CA 92135-7031

Tel: DSN 735-7954  
Com'l: (619) 545-7954  
FAX: DSN 735-3111  
Com'l: (619) 545-3111

\*\*\*\*\*User Information\*\*\*\*\*

Name: \_\_\_\_\_ Firewall or Device IP  
Please Specify: \_\_\_\_\_  
(Please Print)

Phone Number: DSN: \_\_\_\_\_ Employee Code: \_\_\_\_\_

COMM: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Activity: \_\_\_\_\_

Address \_\_\_\_\_

Point of Contact E-mail Address \_\_\_\_\_

Requesting Official \_\_\_\_\_ Code \_\_\_\_\_ Phone Number \_\_\_\_\_  
(Please Print)

\*\*\*\*\*SYSTEM INFORMATION\*\*\*\*\*

Requirement: Add User \_\_\_\_\_ Remove User \_\_\_\_\_ Change Information \_\_\_\_\_

User's  
Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ I hereby confirm that the above user is a government employee requesting access to the JEDMICS System or requires an information update. I understand that it is my responsibility to ensure this user does not abuse or misuse the JEDMICS System in any manner. When this account is no longer needed, I will notify NATEC immediately.

\_\_\_\_\_ I hereby request that the access, specified above, be deactivated.

Requesting Official Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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**INSTRUCTIONS FOR COMPLETING NATEC  
JEDMICS ACCESS REQUEST FORM**

All the requested information is required. If any of the information is missing, the form will be regarded as incomplete, and will be returned to the user.

Both user and supervisor must sign and date the form. Signatures are mandatory.

Allow 5 to 7 working days, from the date of receipt, for the forms to be processed.

The following is a description of the information requested. All information is required.

NAME:	Name of the person who is to use the JEDMICS system – must be a government employee.
FIREWALL OR DEVICE IP:	IP address required to clear NATEC firewall.
PHONE NO.:	The number where the user can be reached.
EMP CODE:	Employee code used for mailing purposes.
E-MAIL ADDRESS:	Address of the person who is to use the JEDMICS system.
ACTIVITY:	Self-Explanatory.
ADDRESS:	Address of the person who will be using the system, for mailing purposes.
POINT OF CONTACT:	One POC at your site to be notified regarding system scheduled/unscheduled downtime.
REQUESTING OFFICIAL:	The supervisor of the person seeking access to the system.
PHONE NO.:	The number where the supervisor can be reached.
REQUIREMENT:	Type of Action Required.
USER SIGNATURE:	The signature of the person requesting access.
REQUESTING OFFICIAL SIGNATURE:	The signature of the supervisor approving the requirement for access to the system.